



State of Indiana
Indiana Department of Correction
Edinburgh Correctional Facility

Effective Date

7/1/2021

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Number

JCU 21-01

Facility Directive

Title

Temporary Visiting Schedule and Procedures

I. PURPOSE:

The purpose of this Facility Directive is to establish guidelines, in accordance with Administrative Procedure 02-01-102, "Offender Visitation," to present coordinated actions taken during the processing of visitors into the facility.

II. APPLICABILITY:

This Facility Directive applies to the Edinburgh Correctional Facility.

III. PROCEDURES:

Scheduling Visitation: Visits must be scheduled in advance directly through the online scheduling tool found on the Department's website, www.in.gov/idoc. Once each session is full visitors will not be able to schedule a visit for that session and will need to review the next available opening.

Schedule:

Visitation for the Edinburgh Correctional Facility will be held in Building 714 or otherwise designed by Warden or Designee. This post will be manned by two (2) staff when availability allows. The Intake Unit (C-Dorm) will not be approved for visitation. Visitors can only visit once in a seven (7) daytime period. Visitation will be scheduled for one (1) hour during each session. Visitation hours are as follows:

Friday Evening from 7:00pm until 8:00pm

Saturday Morning from 8:00am until 9:00am

Saturday Afternoon from 1:00pm until 2:00pm

Saturday Evening from 7:00pm until 8:00pm

Sunday Morning from 8:00am until 9:00pm

Sunday Afternoon from 1:00pm until 2:00pm

Sunday Evening from 7:00pm until 8:00pm

Monday Evening from 7:00pm until 8:00pm

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Number of Visitors:

Due to COVID-19 restrictions, Edinburgh Correctional Facility will be limiting the allowed number of visitors per session to a maximum of two (2) adults or one (1) adult and one (1) child for each offender per session. This will allow forty (40) people maximum, including offenders, and staff in the visiting area at one given time.

Visitation Rules and Regulations:

Edinburgh Correctional Facility will be following strict visiting rules and regulations to accommodate for social distancing and monitoring of visits. Therefore, each offender and visitor will be required to follow the below rules with no exceptions. A warning will be given to the offender and/or the visitor for failure to follow the rules and regulations. If behavior continues it will result in the visit being terminated. Visitors may also, be placed on a no visit restriction list. Offenders and visitors will be required to follow all existing rules and regulations set forth by the facility to include the additional rules below;

- No contact between all offenders and visitors. This is to include all forms of physical contact with both adults and children. (Hugging, kissing, holding hands, or playing cards/board games).
- Offenders will remain seated during the visiting session.
- Mask are required to be worn by all Offenders, Staff, and Visitors at all times during the visit.
- Surgical Mask will be issued to all visitors. (If a visitor arrives with their own personal face covering, they will be asked to return it to their vehicle or dispose of it). Children 2 years of age and older will be required to wear the surgical mask.
- Masks are to be worn properly by both offenders and visitors at all times during the visit.
- Minor Children will be required to be escorted by an adult visitor during visitation.
- Both offenders and visitors will need to be screened for COVID-19 by Custody Staff prior to being approved entry to visitation.
- No food or drink items will be allowed during visitation. Visitors may go to the vending machines and buy three (3) vending machine snacks for the offender. Once purchased the visitor will immediately provide those items to the Visiting Room Officer, so that the offender may take the items back to their dorm after the visit is over. Items will not be consumed during the visitation.
- Visitors will be allowed to go to the restroom in Building 714 if needed during their visit and return to their seat. If an offender needs to use the restroom during the visit they will be stripped prior to being sent back to the dormitory to use the restroom, and their visit will be terminated.
- No photograph opportunities will be offered during visitation.

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- No toys, games, cards, or magazines shall be accessible during visit.

Items a visitor may bring into the visitation area are as follows:

- Baby bottle (2)
- Baby Blank (1)
- Baby Carrier (1)
- Baby Diapers (4)
- Identification
- Auto Keys

Visiting Room Set-Up:

The visitation area will be set-up on three single rows with a space between the offender and the visitors. There will be an x on the floor marking the chair for the offender and six (6) feet in front of the offender will be two (2) x on the floor marking the chairs for the visitors. Staff will ensure the no-contact rule is upheld by observing that the chairs remain on the designated x on the floor. There will be approximately six (6) feet between each group of visitors. The visiting area will be set-up to accommodate no more than the maximum number of forty (40) people at one given time. There will be a total of twelve (12) seating areas in the visiting room. Hand sanitizer shall be made available for staff, visitors and offenders.

Pre-Visit screening:

COVID-19 symptom screening shall be conducted for all staff, visitors, and volunteers using infrared non-contact thermometers and the screening tool (attached). Any person registering a temperature of 100.4 Fahrenheit or higher shall be denied access into the facility. Visitor(s) that have a temperature of 100.4 Fahrenheit or higher, or answer “yes” to 2 or more screening questions will be denied entry into the facility.

Offender Visitation Procedures:

Offenders will be notified by the Dorm Officer that they will be receiving a visit and to report to Building 714. Once the offender arrives in Building 714, they will be screened for COVID-19 before entering the visiting area. Offenders with a temperature of 100.4 Fahrenheit or higher shall not be allowed to visit. Staff conducting the temperature screen shall refer the offender to Health Services immediately.

Processing of Offender/Visitors:

Offenders will be called to Building 714 for their visit prior to visitors entering the building. Once inside the offender will be pat searched and screened for COVID-19 and seated. Once seated the offender will not be able to move their chair in anyway. Failure to comply with this rule will result in the visit being terminated. Offenders will be required

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to be properly dressed in their standard dress browns or blues, neat, clean and groomed. Offenders may wear tennis shoes to visits.

Visitors will need to arrive thirty (30) minutes prior to the start of visiting hours in the DNR parking lot across from the main entrance to Camp Atterbury. Staff will check visitors ID, verify that they are on the offenders visiting list, and ensure that each visitor receives a Surgical Mask and that the mask is worn properly. Once verified each visitor will be screened for COVID-19 in the DNR parking lot prior to entering the van. Refusal of screening process or failure to pass the screening process will result in the visit being canceled. Visitor(s) approved entry into the facility will then be placed on the van for transport into the facility. Upon entering the visitation room visitors will be searched by staff and then seated. Visitor chairs must also remain on the x and not be moved.

Custody Staff will announce the end of visitation. At that time visitors will be escorted to the van and offenders will remain in their chairs. Once all visitors have exited the building offenders will be escorted one at a time to the search area to be stripped and searched for contraband. Once completed, they will be cleared to return to their dorms with the three (3) food items that were purchased on their behalf and building 714 shall be searched for contraband prior to being cleaned and sanitized after visitation.

Communication and Signage:

Any visitor testing positive for COVID-19 within 14 days after their visit must immediately notify the facility by contacting DOCCovid19@idoc.in.gov. Information needed at the time of notification will be their full name, contact information, date they visited the facility, and the date of their positive result.

Bryan Dobbs,
Warden
July 30, 2021